

Department of Public Works and Environmental Services, Fairfax County, Virginia

**MINOR SITE PLAN APPLICATION FORM**

Reference: Fairfax County Zoning Ordinance (ZO) Section 17-105

Submit to:

Land Development Services  
Plan and Document Control, Suite 506  
12055 Government Center Parkway  
Fairfax, Virginia 22035-5503  
Plan Control Info: (703) 324-1730



Minor Site Plan # \_\_\_\_\_  
ZO § 17-109.3 Fee: \$1,400.00  
Date Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Submit: 6 copies** of the Minor Site Plan Application Form and **6 copies** of the plan depicting the existing and proposed uses and improvements, along with a receipt for each plan evidencing payment of fees is required. ZO § 17-105.2 & 17-109-3  
If applicable, attach **6 copies** of the BZA or BOS approval (include any associated conditions or proffers).  
If applicable, attach **6 copies** of the plat approved by the BZA or BOS.  
Attach **6 copies** of the Fairfax County Tax Map with this site marked.

**See Check List for the uses requiring a site plan or a minor site plan and for a list of the uses exempt from requiring a site plan or a minor site plan.**

**A minor site plan may be submitted by the property owner or by an agent of the property owner in lieu of a site plan for the following uses provided the improvements set forth in ZO § 17-200 (see below) exist or the use will not require those improvements, or that such improvements may be made without a formal site plan:**

(Check each box for each applicable use)

- ☐ Additions that do not exceed 2,000 SF or 1/3 of gross floor area, whichever is greater. ZO § 17-105.1A
- ☐ Temporary permitted use not to exceed 2 years. ZO § 17-105.1B
- ☐ Temporary permitted use extended 2 years. Submit 1 copy of prior approval documents. ZO § 17-105.1B
- ☐ Compliance with accessibility for disabilities. ZO § 17-105.1C
- ☐ Uses without gross floor area increase; i.e. tennis courts, storage ponds, walkways, parking lots, landscaping etc. ZO § 17-105.1D

**The applicant hereby certifies that the required improvements set forth in ZO § 17-200 exist, are waived or are not required (attach explanation).**

**Please Print or Type.** (Use additional sheets as necessary)

Applicant's Firm Name: \_\_\_\_\_ ZO § 17-105.2A  
Applicant's Name: \_\_\_\_\_ ZO § 17-105.2A  
Address: \_\_\_\_\_ ZO § 17-105.2A  
Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext. # \_\_\_\_\_ FAX #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ ZO § 17-105.2A  
Name of business proposing to occupy the site: \_\_\_\_\_ ZO § 17-105.2C

**Relationship of applicant to landowner:** (Check each box for each applicable use) ZO § 17-105.2A

- ☐ Same
- ☐ Tenant
- ☐ Attorney for: ☐ Owner or ☐ Tenant
- ☐ Engineer for: ☐ Owner or ☐ Tenant
- ☐ Other – Specify: \_\_\_\_\_

Name of landowner of record: \_\_\_\_\_ ZO § 17-105.2C

Name of previous landowner of record: \_\_\_\_\_ ZO § 17-105.2A

**Property for which the Minor Site Plan is requested:**

ZO § 17-105.2B

Tax Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Magisterial District: \_\_\_\_\_  
Site street address: \_\_\_\_\_  
Name of previous occupant: \_\_\_\_\_ ZO § 17-105.2C  
Existing use of property: \_\_\_\_\_ ZO § 17-105.2C  
Last previous use on this site: \_\_\_\_\_ ZO § 17-105.2C  
Existing zoning of the site: \_\_\_\_\_ (If PRC Zoning, then a PRC Plan may be required  
according to ZO § 16-202.)

Has the site been rezoned? ☐ Yes, ☐ No Rezoning Case# \_\_\_\_\_  
Describe the nature and extent of the proposed use: \_\_\_\_\_

**The Zoning Ordinance permits this use:** (Check each box for each applicable use)

☐ By right ☐ By BZA Use Permit ☐ By BOS Special Exception ☐ By Variance

Zoning District: \_\_\_\_\_ Existing FAR: \_\_\_\_\_ Proposed FAR: \_\_\_\_\_

Existing parking: \_\_\_\_\_ Required parking: \_\_\_\_\_ Proposed Parking: \_\_\_\_\_

Building net floor area: Existing \_\_\_\_\_ SF Proposed: \_\_\_\_\_ SF ZO Article 20

# of employees proposed: \_\_\_\_\_ # of seats (if restaurant, theater, etc.): \_\_\_\_\_

# of company vehicles: \_\_\_\_\_ ZO Article 11

Transitional Screening: Required? ☐ Yes, ☐ No Which property lines? ☐ north, ☐ east, ☐ south, ☐ west.

Waiver or modification required? ☐ Yes, ☐ No ZO 13-102, 17-201.12

Transitional screening width: Existing: \_\_\_\_\_ feet, Required: \_\_\_\_\_ feet, Proposed: \_\_\_\_\_ feet ZO § 13-302

Tree cover: Existing: \_\_\_\_\_ m<sup>2</sup>, Required: \_\_\_\_\_ m<sup>2</sup>, Proposed: \_\_\_\_\_ m<sup>2</sup> ZO § 13-401, PFM § 12-0403.8B(1)

Peripheral parking lot landscaping: Which property lines? ☐ north, ☐ east, ☐ south, ☐ west.

Required number of trees provided in required landscape strip? ☐ Yes, ☐ No ZO § 13-102, 17-201.12

**LIST RELATED WAIVERS** (Use additional sheets as necessary) **ZO § 17-105.2F**

Waiver/modification type: \_\_\_\_\_ Waiver Number: \_\_\_\_\_

Request Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Waiver/modification type: \_\_\_\_\_ Waiver Number: \_\_\_\_\_

Request Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

This improvement/use will be in place for the requested period of time: \_\_\_\_\_  
ZO § 17-105.1B

The basis of this request is (may be submitted on a separate letter): \_\_\_\_\_

**I hereby certify that all wetlands permits required by law will be obtained prior to commencing land disturbing activities.**

**Applicant's signature:** \_\_\_\_\_

**Owner, developer or agent:** \_\_\_\_\_

(Print name and title)

Department of Public Works and Environmental Services, Fairfax County, Virginia

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Insert the appropriate letter in the brackets [ ] below: **E** = Existing, **W** = Waived, **N** = Not applicable, or **P** = Proposed with this minor site plan. **All brackets [ ] must be filled in.**

[ ] 1.	Construction of pedestrian walkways – building/building, store/store, and to adjoining sites. ZO § 17-201.1
[ ] 2.	Construction of trails or walkways per comprehensive plan. Fee title or easements to BOS, FCPA, or NVRPA. ZO § 17-201.2
[ ] 3.	Construction of vehicular travel lanes, service drives, driveways or other access on site and to adjacent properties. ZO § 17-201.3
[ ] 4.	Construction of service drive adjacent to highway if Route # < 600. Connect to adjacent service drive. Dedicate to VDOT and convey to BOS. ZO § 17-201.3A
[ ] 5.	Construction of travel lane 22' or greater to adjacent properties on minor arterial or collector street. ZO § 17-201.3B
[ ] 6.	Dedication and construction of roads (existing, proposed and widening) per comprehensive plan or as required by Director <u>except</u> freeways and expressways need not be constructed. Dedication and construction of sufficient vehicular and pedestrian access. ZO § 17-201.4
[ ] 7.	Construct curb and gutter around medians separating travel lanes and service drives from existing streets. Separate off-street parking from streets, service drives and travel lanes. ZO § 17-201.5
[ ] 8.	Clearly define dedicated easements or rights-of-way for publicly maintained facilities. ZO § 17-201.6
[ ] 9.	"No Parking" signs along travel lanes and service drives, each curbed side, 15 m apart. ZO § 17-201.7
[ ] 10.	Adequate drainage per County Code Chapter 118 and the PFM. ZO § 17-201.8
[ ] 11.	Erosion and sediment control measures per County Code Chapter 104 and the PFM. ZO § 17-201.9
[ ] 12.	Utilities put underground by developer per County Code Chapter 63. All other utilities underground per standards of utility practice and regulatory authorities, ZO § 17-201.10 <u>except</u> equipment normally installed above ground, ZO § 17-201.10A, equipment normally attached to outside walls, ZO § 17-201.10B, temporary overhead for construction, ZO § 17-201.10C or need not show utilities <u>not</u> to be installed by developer or his contractor. ZO § 17-201.10D
[ ] 13.	Provision of all required landscaping (transitional screening, tree cover, interior parking lot and peripheral parking lot) ZO § 13-102 and 17-201.12
[ ] 14.	Vegetation removal and replacement per ZO § 17-201.9 and 17-201.11
[ ] 15.	All other improvements required by ZO and proffered conditions such as off-street parking and loading facilities, driveways and public streets required by Article 11, landscaping and screening per Article 13. ZO § 17-201.12
[ ] 16.	Other improvements required by the County and/or VDOT. ZO § 17-201.13
[ ] 17.	Street lights per PFM. ZO § 17-201.14
[ ] 18.	Location of any street lights, trails, walkways, service drives or travel lanes on or adjacent to property. ZO § 17-105.2G
[ ] 19.	Delineation of RPA and RMA area. Description of existing/proposed outfall system and how stormwater quality and detention will be accommodated in accordance with PFM and County Code Chapter 118. ZO § 17-105.2H
[ ] 20.	Location of any water, storm and sanitary sewer easements and all conveyances and easements dedicated or to be dedicated to Fairfax County or VDOT. ZO § 17-105.2I

**Requests for waivers of the required items shall be submitted separately with the applicable forms and fees. ZO § 17-109.3**

Include all proffered conditions, and all development conditions of an approved rezoning, special permit, special exception or variance. ZO § 17-105.2D

Include sufficient information to verify compliance with the Zoning Ordinance and PFM such as zoning district of the property, existing and proposed FAR of the proposed development and any existing, proposed and required parking and transitional screening. ZO § 17-105.2E

Waivers/modifications of required improvements. ZO § 17-105.2F

**Additional information required with submission:**

Notices required by ZO § 17-107.4 for land disturbing activities within 50' of a major underground utility easement.

The submission of a minor site plan shall not relieve the applicant from any other applicable requirements of any other County agencies, such as the Fire Marshall and the Water Authority. The provisions of ZO § 17-108.3 regarding road improvements, parking, traffic circulation and control, drainage, sewer, PFM requirements, erosion and sediment control, appeals of decisions, problem soils, etc. shall apply to Minor Site Plans. ZO § 17-105.3

Provide any other information as may be required by the Director in order to evaluate the plan. ZO § 17-105.2J

ADDITIONAL RELATED INFORMATION FROM THE ZONING ORDINANCE	
ZO § 17-103	<b>USES REQUIRING A SITE PLAN OR A MINOR SITE PLAN</b>
Prior to construction and/or establishment, the following uses, including modifications or alterations to existing uses, shall require site plan or minor site plan approval unless exempt under Section 104 below:	
§ 17-103.1	All permitted uses in the R districts.
§ 17-103.2	All permitted uses in the C districts.
§ 17-103.3	All permitted uses in the I districts.
§ 17-103.4	All permitted uses in the P districts.
§ 17-103.5	Those special permit uses, which are subject to a site plan, as set forth in Article 8.
§ 17-103.6	Those special exception uses, which are subject to a site plan, as set forth in Article 9.
§ 17-104	<b>USES EXEMPT FROM A SITE PLAN OR A MINOR SITE PLAN</b>
Unless otherwise required by proffered conditions or development conditions of an approved rezoning, special permit, special exception or variance, the following uses shall not be subject to the requirement of a site plan or a minor site plan. Such uses, however, shall still be subject to all other applicable provisions of this ordinance, the Public Facilities Manual and the County Code.	
§ 17-104.1	Single family detached dwellings and their related accessory uses and structures.
§ 17-104.2	Additions to single family attached dwellings and mobile homes, and related accessory uses and structures.
§ 17-104.3	Installation of new mobile homes on existing pads within an existing mobile home park.
§ 17-104.4	Agriculture.
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ADDITIONAL RELATED INFORMATION FROM THE ZONING ORDINANCE	
§ 17-104.5	Accessory uses and structures such as statues, flagpoles, fences and walls; additions of ornamental features such as bay windows, chimneys, awnings, canopies or other façade improvements; and accessory storage structures for recycling or waste disposal.
§ 17-104.6	In existing open space areas or public parkland, recreational amenities which do not exceed a total of 2500 square feet of disturbed area, such as gazebos, benches and playground equipment; provided however, that this shall not include features such as swimming pools, paved tennis or play courts.
§ 17-104.7	Accessory service uses and changes in use to a use, which has the same or lesser parking requirement than the previous use.
§ 17-104.8	Accessory service uses and changes in uses to a use, which has a greater parking requirement than the previous use, shall require submission and approval of a parking tabulation to demonstrate that the number of existing parking spaces on site meets the minimum off-street parking requirements for all uses. Parking tabulations shall be submitted on forms provided by the Director, certified by an engineer or land surveyor authorized by the State to practice as such and shall include the written consent of the property owner.
§ 17-104.9	Parking redesignation plans prepared in accordance with the provisions of Article 11. (Note: Article 11 covers off-street parking and loading, private streets.)
§ 17-104.10	Signs.
§ 17-104.11	Home occupation uses in accordance with part of Article 10.
§ 17-104.12	Bus Shelters.
§ 17-104.13	Public commuter park-and-ride lots which utilize existing off-street parking spaces accessory to another use.
§ 17-104.14	Temporary public uses not to exceed 875 square feet of gross floor area for a maximum time period of two (2) continuous years.
§ 17-104.15	Temporary uses and structures such as stands for retail sales of seasonal items and tents for temporary events, for a maximum time period of twenty-one (21) days or less and further provided there is a minimum of thirty (30) days between such temporary uses on a site.
§ 17-104.16	The following uses provided that the use or activity shall not (a) exceed 250 square feet of gross floor area or disturbed area; (b) exceed 500 square feet of gross floor area or disturbed area for additions and alterations to provide an accessibility improvement; (c) reduce required open space, parking, aisles or driveways and require transitional screening barriers; and (d) necessitate the installation or relocation of storm sewer, public water or public sewer.
§ 17-104.16A	Antennas and satellite earth stations.
§ 17-104.16B	Additions and alterations to existing uses, which may include changes or additions to features such as decks, vestibules, loading docks, mechanical equipment and storage structures, or changes to the site such as walkways, landscaping or paving.
§ 17-104.16C	Accessory outdoor storage and display.